

	<div>Montana Operations Manual</div> <div><i>Policy</i></div>	Policy Number	1220.X05
		Effective Date	October 1, 2004
		Last Revised	June 30, 2011
Issuing Authority	State of Montana Chief Information Officer		
Internet Filtering			

I. Purpose

This Internet Filtering Policy (Policy) is to describe the steps to be taken to respond to requests for Internet filtering. This policy is to be used for all requests for Internet filtering, regardless of the agency or individual that is making the request.

II. Scope

This Policy encompasses information and information systems for which agencies have administrative responsibility, including information and systems managed or hosted by third-parties on agencies' behalf.

This Policy may conflict with other information system policies currently in effect. Where conflicts exist, the more restrictive policy governs. The development of future policies or standards will specifically identify and retire any superseded portions of current policies or standards.

III. Authority

Pursuant to the Montana Information Technology Act (MITA) (Title 2, Chapter 17, Part 5 of the Montana Code Annotated (MCA), it is the policy of the state that information technology be used to improve the quality of life of Montana citizens, and that such improvement is to be realized by protecting individual privacy and the privacy of the information contained within the state's information technology systems. [§2-17-505\(1\) MCA](#).

It is also the policy of the state that the development of information technology resources be conducted in an organized, deliberative, and cost-effective manner, which necessitates the development of statewide information technology policies, standards, procedures, and guidelines applicable to all state agencies and others using the state network. It is also anticipated that State information technology systems will be developed in cooperation with the federal government and local governments with the objective of providing seamless access to information and services to the greatest degree possible. [§2-17-505\(2\) MCA](#).

IV. Roles And Responsibilities

A. Department of Administration

Under MITA, the Department of Administration (DOA) is responsible for carrying out the planning and program responsibilities for information technology for state government (except the national guard), including for establishing and enforcing a state strategic information technology plan and establishing and enforcing statewide information technology policies and standards. DOA is responsible for implementing MITA and all other laws for the use of information technology in state government. The director of DOA has appointed the chief information officer to assist in carrying out the department's information technology duties. [§2-17-512 MCA](#).

B. Department Heads

Each department head is responsible for ensuring an adequate level of security for all data within their department. [§2-15-114 MCA](#).

V. Applicability

This Policy is applicable to agencies, staff and all others, including outsourced third-parties (such as contractors, or other service providers), who have access to, or use or manage information assets subject to the policy and standard provisions of [§2-17-534 MCA](#). This Policy shall be communicated to staff and others who have access to or manage information, and information systems and assets.

VI. Definitions

Agency	Any State or local agency, or other entity that uses the State's Internet services.
Internet Filtering	The blocking, or prevention of access to a Internet site by users of the State's Internet services.

VII. Requirements

Internet filtering (or blocking) of individual sites or general classes of sites will be instituted for the following reasons:

C. ITSD Management Request

ITSD management can request a Internet site or class of sites be blocked based on an analysis of Internet site access for the following

reasons: 1) network performance, 2) an apparent violation of existing state or federal law or policy, or 3) security risks. Sites filtered will be those sites determined to not be needed by the majority of State employees to perform their job duties.

D. Agency Request

Agencies may request Internet access to blocked sites by individual users, individual Internet sites or categories of Internet sites. Agencies may request access to filter reports. The following steps will be taken to request and implement the allow rule:

1. The Agency Head will request Internet site access using the ITSD Filter Request Form, Part 1, contained in Appendix B of this document.
2. The Agency Head will request access to Internet access reports using the ITSD Filter Request Form, Part 2, contained in Appendix B of this document.
3. The Agency Head will sign the form in Part 3, and submit it to the ITSD Service Desk. Electronic submission of requests will be accepted.
4. A current list of Internet sites filtered is contained in Appendix A – Blocked Internet Sites (at the end of this document). The sites or classes of sites filtered, is subject to change at any time. ITSD will notify users of the state's Internet services prior to the implementation of a filter, unless it is deemed to be an emergency.
5. Agencies that have particular devices that need access to blocked sites can request that access be provided specifically to them. Agency requests must be received from the agency head. The request should be directed to the ITSD Service Desk.

VIII. Background - History On The Creation Of Or Changes To This Policy

This policy was created by the Policy & Planning Services Bureau of the Information Technology Services Division.

This policy was distributed to the Information Technology Manager's Council, Information Technology Advisory Council and the SummitNet Executive Council for comment prior to adoption. This policy was updated by ITSD in 2004 because of the dissolution of the Council.

IX. Guidelines - Recommendations, Not Requirements

All entities that use the state's network that are not included within the scope of this policy are encouraged to adopt a similar policy.

X. Change Control and Exceptions

Policy changes or exceptions are governed by the [Procedure for Establishing and Implementing Statewide Information Technology Policies and Standards](#). Requests for a review or change to this instrument are made by submitting an Action Request form (at <http://sitsd.mt.gov/policy/policies/default.mcpX>). Requests for exceptions are made by submitting an Exception Request form (at <http://sitsd.mt.gov/policy/policies/default.mcpX>). Changes to policies and standards will be prioritized and acted upon based on impact and need.

XI. Closing

Direct questions or comments about this instrument to the State of Montana Chief Information Officer at ITSD Service Desk (at <http://servicedesk.mt.gov/ess.do>), or:

PO Box 200113
Helena, MT 59620-0113
(406) 444-2700
FAX: (406) 444-2701

XII. References

A. Legislation

1. [§2-17-505\(1\) MCA](#) – Policy
2. [§2-17-514\(1\) MCA](#) – Enforcement
3. [§2-17-505\(2\) MCA](#)
4. [§2-17-512 MCA](#)
5. [§2-15-114 MCA](#)
6. [§2-15-112 MCA](#)

B. Policies, Directives, Regulations, Rules, Procedures, Memoranda

1. MOM 3-0130 Discipline
2. MOM 1-0250
3. MOM 3-0620 (now included in MOM 3-0630)
4. ARM 2.13.101 - 2.13.107 - Regulation of Communication Facilities
5. ARM 2.12.206 Establishing Policies, Standards, Procedures and Guidelines.
6. [Statewide Policy: Establishing and Implementing Statewide Information Technology Policies and Standards](#)
7. [Statewide Procedure: Establishing and Implementing Statewide Information Technology Policies and Standards](#)

XIII.Administrative Use

A. Scheduled Review Date: April 7, 2014

B. Changes:

July 11, 2008 – Non-material changes made:

- Standardize instrument format and common components.
- Changed to reflect next review date.

April 7, 2009 – Non-material changes made:

- Corrected broken URLs
- Applied new document layout.

February 1, 2010 - Non-material changes made:

- Changed agency request reference.
- Added updated forms.

February 11, 2010 - Non-material changes made:

- Updated Filter Request Form.

February 24, 2010 - Non-material changes made:

- Updated list of blocked Internet sites.
- June 17, 2010 – Updated Appendix A and B

June 30, 2011 – Non-material changes made:

- Corrected URLs.
- Changed to MoM Format

Appendix A

Web Site Filters

Last Update: 04/13/2010

This appendix identifies the individual and classes of web sites that are filtered by the Department of Administration, Information Technology Services Division. The sites or classes of sites filtered affect all devices connected to SummitNet and are subject to change at any time with the approval of the State of Montana, Chief Information Officer.

Site Classes

- Internet Radio
- MP3 and Audio Download Services
- Adult Content
- Lingerie and Swimsuit
- Nudity
- Sex
- Racism and Hate
- Violence
- Tasteless
- Militancy and Extremist
- Proxy Avoidance
- URL Translation Sites
- Web and Email Spam
- General Email
- Illegal or Questionable
- Web Chat
- Instant Messaging
- Text and Media Messaging
- Gambling
- Games
- Bot Networks
- Keyloggers
- Malicious Web Sites
- Spyware
- Hacking
- Elevated Exposure
- Emerging Exploits
- Potentially Damaging Content
- Potentially Unwanted Software
- Pay to Surf
- Advertisements
- Personals and Dating
- Peer to Peer File Sharing

- Phishing and Other Frauds
- Streaming media
- Social Networking and Personal Sites

Protocols

- ICQ – AOL Instant Messenger
- AOL Radio
- Ares
- Badongo Buddy
- BitTorrent
- Bot Networks
- BoxCloud
- Brosix
- Camfrog
- Chikka Messenger
- Clipmoon
- ClubBox
- Comodo EasyVPN
- CrossLoop
- Cailymotion
- Damaka
- Daytime
- DirectConnect
- eDonkey
- Email Borne Worms
- Eyeball Chat
- EZPeer
- FastTrack (Kazaa iMesh)
- Finetune
- Finger
- FolderShare
- Gadu-Gadu
- GhostSurf
- GigaTribe
- Gizmo Project
- Globe7
- Gmail Chat
- Gnutella (Morpheus Xolox)
- Goober Messenger
- Google Talk
- Google Video
- Google Web Accelerator
- GoToMyPC
- Hamachi

- Hopster
- Hotline Connect
- Hulu
- IMVU
- Instant Housecall
- IRC
- iSpQ
- iTunes
- JAP
- JetCast
- Joost
- Liquid Audio
- Live Mesh
- LogMeIn
- Lotus Notes
- Mail.Ru
- Meetro
- Metacafe
- Microsoft HTTPMail
- Mikogo
- MindSpring
- MSC Messenger
- MSN Messenger
- MyIVO
- MyPlay
- MyspaceIM
- NateOn
- Neos
- Netease Popo
- netFM Messenger
- Octoshape
- Onshare
- Opera Unite
- Palringo
- Paltalk
- Pando
- Pandora
- pcANYWHERE
- pcTELECOMMUTE
- PeerCast
- Project Neon
- Qnext
- Raketu
- RealTunnel

- Revver
- ShareNow
- SHOUTcast
- SIMP (Jabber)
- Skype
- Slingbox
- Social FM
- SOCKS 5
- SocksOnline
- SoftEther PacketiX
- SoulSeek
- Spotify
- TeamViewer
- Tencent QQ
- TongTongTong
- Toonel
- Tor
- TryFast Messenger
- Vimeo
- Voxox
- VZOChat
- WallCooler VPN
- Wavago
- Wengo
- WinMX
- Woize
- Xfire
- X-IM
- Yahoo! Mail Chat
- Yahoo! Messenger
- Your Freedom
- YouTube
- Zolved

Appendix B

**Information Technology Services Division
Filter Request**

Please submit the following as a request to the Information Technology Services
Division Service Desk at servicedesk@mt.gov.
Requesting Agency:

PART 1 - ALLOW REQUEST

USE THIS PART TO REQUEST ACCESS TO BLOCKED INTERNET SITES.

I request these individual(s) have access to the following Internet site(s).

<u>Printed Name</u>	<u>IP Address</u>	<u>UserID</u>
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**NOTE: THESE IP ADDRESSES MUST BE CONFIGURED AS "STATIC" IP
ADDRESSES.**

Allowed Internet Sites:

PART 2 - AGENCY AUTHORIZATION:

Agency Head Signature: _____

Date: _____

If you have any questions, please call the Service Desk at (406) 444-2000